



Procedure for Barcode Apps Checkout

PLS patrons may use barcode scanner apps on their own personal smartphones or other devices to check out library materials.

Whenever a patron wishes to use a barcode scanner app at the circulation desk, staff must verify the patron's identity before checking out items or answering patron account questions. At a minimum, the patron must verify their name and date of birth.

In order to pick up a hold for someone else, patron picking up the items **must** have the physical library card in hand that is registered to the patron they are picking the items up for.

Additional Notes:

- PLS will not make any specific recommendations as to which barcode scanner apps patrons could/should use, nor will we actively promote their use.
- Staff should not touch the patron's phone/device to scan the apps – so staff may need to remove the wand from the stand or reposition the scanner to make it more accessible for patrons. Staff is not to type in the card number displayed on the device.
- Staff will not provide troubleshooting assistance to patrons if the barcode scanner app fails to perform as expected. Staff cannot ensure that the image will function with Library technology. The physical card may be required.